



# ACCESSORY DWELLING UNITS BUILDING PERMIT APPLICATION INSTRUCTIONS

For Accessory Dwelling Units (ADU)

## City of Sedona

The following information is needed for review in order to obtain a construction permit for accessory dwelling units, including new buildings, converted, attached, and detached. For further information, contact **Community Development Department, 104 Roadrunner Drive, Sedona, Arizona 86336 (928) 282-1154.**

### PLAN REVIEW APPLICATION

The Plan Review Application provides information about your project.

#### ■ PROJECT LOCATION

Community Development staff can assist you in providing the following information if you cannot obtain it on your own:

- ☐ ASSESSOR'S PARCEL #
- ☐ PROJECT ADDRESS
- ☐ LOT NUMBER and SUBDIVISION

#### ■ OWNER INFORMATION

#### ■ CONTRACTOR

Unless the project is exempt from State contracting license regulations, licensed general or specialty contractors must do all work. The project is exempt from contractor licensing regulations if:

1. It is not for sale or rent, AND
2. Is solely occupied by the property owner.

Any questions regarding contractors or license regulations should be directed to the Registrar of Contractors in Phoenix (602-542-1525) or Flagstaff (928-526-2325).

If a contractor will be used or is required for your project, the state requires that you provide:

- ☐ CONTRACTOR NAME AND ADDRESS
- ☐ LICENSE TYPE and NUMBER
- ☐ SALES TAX NUMBER

If the project is exempt from licensing regulations or the owner is hiring licensed specialty contractors for the work, indicate "*Owner*" for *CONTRACTOR* and complete the "*Owner-Builder/Developer Statement*" provided in this handout.

#### ■ ARCHITECT / DESIGNER

Professional design is recommended but not required, plans may be returned for improvement prior to review if they are considered deficient. The plans examiner may also require engineering for certain elements of the structure.

#### ■ FLOOR AREAS

Provide the area of new living space, garages, carports, decks, covered patios, sheds and basements. For remodels, provide the existing floor area that is being modified. For new residences, provide the building "*footprint*" defined as the area of the building at ground level within the foundation. Indicate the *number of stories*.

### PLAN REVIEW DEPOSIT

A Plan Review deposit is required at the time of application. The amount of the deposit is based upon the living area of the new dwelling unit or a set fee established for additions. The deposit is applied toward the total permit fees calculated by the plan reviewer.

The following are the plan review deposits for new residential buildings, remodels and additions:

ADU	\$50
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### PLANS REQUIRED

1. CONSTRUCTION PLAN REQUIREMENTS FOR EITHER COUNTY:
2. COMPLETE SETS OF PLANS plus
3. ADDITIONAL SITE PLANS, with one attached to APS form, when applicable.
4. PARKING PLAN delineating parking spaces for ADU and primary dwelling unit.

#### **NOTE:**

- All plans shall be drawn to scale and dimensioned.
- Plans must be clear and legible and present enough information to allow a thorough review to be performed by zoning, engineering, flood control and building safety staff members.

***Plans considered deficient will be returned before processing the application.***

■ **SITE AND GRADING PLANS** (scale: minimum 1"=20')

- ☐ Provide north arrow. Label all streets and highways.
- ☐ Indicate property lines, easements, and edge of street pavement.
- ☐ Parcel identification
- ☐ Existing zoning
- ☐ Lot size and lot coverage
- ☐ Building configurations and heights
- ☐ Front, rear and side setbacks
- ☐ Location of the primary dwelling and garage (if applicable).
- ☐ Location of proposed ADU, the entrance and outdoor space
- ☐ Square footage of the primary dwelling unit and garage (if applicable)
- ☐ Square footage of the ADU
- ☐ Designated off-street parking space(s) for ADU and primary dwelling unit
- ☐ Landscape areas
- ☐ Indicate proposed and existing site utilities.
  - Location of natural gas meter and yard line.
  - Location of L.P. tank and yard line.
  - Location of water service.
  - Location and size of electric service.
  - Location of building sewer.
  - Location of septic tanks, treatment plants and disposal areas.
- ☐ Indicate all native vegetation and trees, including those to be removed. Indicate canopy size and species.
- ☐ Indicate with construction envelope fencing, the location of natural vegetation to be preserved.
- ☐ Indicate existing and proposed topographic contours, using a minimum 2' contour).
- ☐ Indicate finished floor elevations.
- ☐ Indicate edge of pavement elevation at center of driveway.
- ☐ Indicate the proposed driveway slope with finish pavement elevations.
- ☐ Indicate all cut and fill slopes.
- ☐ Indicate estimated quantities of cut and fill.
- ☐ Indicate location and grading for on-site sewage and disposal fields.
- ☐ Indicate proposed and existing culverts, swales and underground drainage devices.
- ☐ Indicate all retaining walls and fences. Indicate wall and fence heights above adjacent grade.

- ☐ Indicate location, type and height of all exterior building and site lighting.

- ☐ Indicate driveway material and finish.

■ **FLOOR PLAN**

- ☐ Label all rooms according to use.
- ☐ Indicate door sizes and direction of swing.
- ☐ Indicate types of windows and sizes.
- ☐ Identify all appliances and plumbing fixtures.
- ☐ Indicate all stairs and ramps, including rise and run.
- ☐ Indicate the location and construction of all fire-rated walls and ceilings.
- ☐ Show ceiling height of each room.
- ☐ Indicate location and method of bracing.

**For remodels:**

- ☐ Indicate existing walls, including those to be removed.

**For additions:**

- ☐ Indicate the existing floor plan adjacent to the proposed addition.
- ☐ Minimum of one (1) each transverse and longitudinal sections required for submittal.

■ **BUILDING CROSS SECTIONS**

- ☐ Indicate full building cross-section(s), both transverse and longitudinal, including footing/foundations or stem walls, floor slabs and/or floor framing, roof framing, columns/beams and/or bearing walls.
- ☐ Identify the extent and construction of all fire rated walls and ceilings.

■ **EXTERIOR ELEVATIONS**

- ☐ Indicate natural grade and 22 foot imaginary height plane. *May indicate on cross-section.*
- ☐ Indicate maximum building height:
  - Elevation of lowest natural grade at the exterior wall or column.
  - Elevation of highest point of roof or parapet.
  - If building is found to be over height, indicate applied alternate standards calculations.
- ☐ Identify all exterior wall and roof materials.
- ☐ Identify finish floor level and indicate elevation(s).

■ **FOUNDATION PLAN and DETAILS**

- ☐ Indicate all footings, wall, column, and pier sizes and reinforcement.
- ☐ Indicate retaining wall footing size and reinforcements.
- ☐ Indicate all lintel sizes, bolt sizes & spacing, metal post bases and beam seats.
- ☐ Show foundation crawlspace ventilation.

■ **FRAMING PLANS**

- ☐ Floor Framing (*if applicable*)
- ☐ Indicate girder and beam sizes
- ☐ Indicate bearing walls. (CON'T)

- ☐ Indicate header sizes
- ☐ Indicate joist size, spacing, direction of spans
- ☐ Detail framing connections
- ☐ Provide roof drain calculations based on 2½" rainfall per hour
- ☐ Indicate roof framing (*if applicable*) and ventilation
- ☐ Indicate bearing walls, header, and beam sizes
- ☐ Indicate joist, rafter size, spacing, direction of spans
- ☐ Indicate truss layout. Indicate location of girder and hip trusses
- ☐ Indicate or detail framing connections
- ELECTRICAL PLANS
  - ☐ Indicate locations of outlets, switches, electrical devices
  - ☐ Indicate location of electrical service (electrical meter) and all sub panels
  - ☐ Indicate locations of smoke detectors
- MECHANICAL PLANS
  - ☐ Indicate location and type of all heating and cooling equipment
  - ☐ Indicate provisions for combustion air
  - ☐ Indicate provisions for mechanical equipment screening
- PLUMBING PLAN
  - ☐ Indicate all plumbing fixtures and floor drains
- EXTERIOR PAINT
  - Stain and roof samples indicating LRV. Provide paint and roof samples on the 8½" x 11" form provided in this handout
- OUTDOOR LIGHTING
  - ☐ Before a permit can be issued, information regarding all outdoor lighting is required. All proposed lighting must comply with the Outdoor Lighting Ordinance; Section 911 of the Land Development Code, and the following must apply (application within):
    - Single-family additions less than 50% must submit a site plan and complete inventory detailing all existing and proposed outdoor lighting.
    - Single-family additions greater than 50% must bring the entire site into conformance with all outdoor lighting requirements.
    - All lighting fixtures are required to be fully shielded and installed so that the shielding complies with the definition of fully shielded light fixtures.
    - Partially shielded light fixtures may be allowed, and are limited to a maximum of 5,500 lumens per net acre and shall not exceed 2,000 lumens per lamp.

- STORMWATER POLLUTION PREVENTION
  - ☐ Develop site specific plan –or- provide notice of intent to abide by the city's general storm water pollution guidelines.

#### **DESIGN CRITERIA AND ADOPTED CODES**

- ☐ 2006 International Building Code
- ☐ 2006 International Residential Code
- ☐ 2006 International Plumbing Code
- ☐ 2006 International Mechanical Code
- ☐ 2006 International Fuel Gas Code
- ☐ 2005 National Electrical Code
- ☐ Roof Live Load -- 25 PSF (ground snow)
- ☐ Wind Load – basic wind speed (3 second gust) is 90 mph.
- ☐ Wind Exposure *B* (*unless a specific site is located in exposure C*)
- ☐ IRC seismic design category: C (soils class D)
- ☐ IBC seismic category: C for groups I and II
- ☐ IBC seismic category: D for group III
- ☐ IBC: MCE map values:
  - Ss=32.2 % g (short period map value)
  - S1=09.1% g (1.0 sec period map value)
- ☐ Site class (w/o soils report): D
- ☐ Soil Bearing -- 1500 PSF maximum unless a higher value is substantiated by soils testing.
- ☐ Rainfall: 2.5" per hour

#### **FIRE SPRINKLER SYSTEMS**

Fire sprinkler systems are required for all residences greater than 3600 square feet or constructed within gated communities. They may also be required if the home is more than 500' from a fire hydrant or if access to the home by the Fire Department is difficult. For questions regarding your specific fire sprinkler requirements, please contact the Sedona Fire District.

The system design and installation will be reviewed and approved by the Sedona Fire District located at 2860 Southwest Drive, Sedona. 928-282-6800.

#### **SPECIAL DESIGNATIONS.**

Special approvals are required if your property is:

- ☐ An area with a slope greater than 30% where construction will occur. A soil and geology report identifying areas of unstable slope may be required.
- ☐ An historic building, or is located within a Historic District.

#### **SUBDIVISION APPROVAL**

**Deed restrictions may require that each owner obtain approval prior to beginning construction. It is the responsibility of the property owner to contact their subdivision's committee in order to comply with regulations.**

## **PROCESSING TIMES**

Plans and permit applications are processed on a first come first serve basis. Review times vary with the complexity of the project, the current volume of permit applications, and the quality of the submittals received.

Subsequent submittals and additional time are sometimes required to address significant corrections or obtain other agency approvals before the permit can be issued

## **FEES**

### **■ BUILDING PERMIT**

Plan review, building permit and grading fees are calculated upon review of the plans. Fees for new structures are based upon the combined areas of living space, garages, carports, decks and covered patios. Grading fees are established upon the quantity of cut or fill; whichever is larger.

Fees for remodels are most often based upon a percentage of those that are calculated for a new structure and vary with the extent and nature of the improvements. Remodel fees may also be established by calculating "unit fees" for each particular type of work involved

### **■ SEWER CAPACITY FEE**

The sewer capacity fee is due and payable at the time the building permit is issued for those properties authorized to connect to city sewer. ADU's will be subject to one half ½ of the wastewater capacity fee charges applicable at time of application submittal.

Building Department or Public Works staff can determine if a particular property may connect to the City Wastewater System and at what capacity fees will be assessed.

### **■ INDIVIDUAL WASTE TREATMENT SYSTEMS**

An on-site sewage disposal system is required if your property cannot be served by city sewer. A permit to construct an individual sewage system permit can be obtained by applying to:

Yavapai County Environmental Services  
6th and Mingus Avenue  
Cottonwood, AZ 86326 928-639-8136

-or-

Coconino County Health Services  
2500 N Fort Valley Road  
Flagstaff, AZ 86001 928-774-8941

If an alternate (aerobic) system is required, the system must be designed by an engineer who will submit to the appropriate agency for review, approval and permit issuance.

*For remodels and additions:*

If the improvements include additional bedrooms or plumbing fixtures, you may be required to verify that the existing treatment system is adequate for the increased discharge, or the existing system will require improvement.

*A Permit to Construct an Individual Waste Treatment System must be obtained and a copy submitted to this department prior to the issuance of the building permit.*

### **■ WATER, NATURAL GAS and ELECTRIC UTILITY COMPANIES**

#### **□ Arizona Water Company**

65 Coffeepot Drive  
Sedona 928-282-5555

#### **□ Oak Creek Water Company**

90 Oak Creek Boulevard  
Sedona 928-282-3404

#### **□ Unisource Energy Services (natural gas)**

500 S. Willard Street  
Cottonwood, AZ 86326 - 928-634-5555

#### **□ Arizona Public Service (electric)**

1250 E. Highway 89A  
Cottonwood, AZ 86326 - 928-646-8452

New electric service locations are required to be approved by Arizona Public Service. The APS approval form is available within this packet

## **EXPIRATION OF PLAN REVIEW AND BUILDING PERMITS**

Permit applications expire 180 days after the date of submittal, unless a building permit has been issued. Building permits expire 180 days after issuance, unless construction is commenced and diligently pursued to completion. Progress inspections must occur at least once every 180 days in order to maintain an active permit. You may request a permit extension by completing the applicable form from Community Development. An extension may be granted for unforeseeable and justifiable delays.

## **CONSTRUCTION INSPECTIONS**

All of the customary inspections required for new structures are listed on the job card you receive when your permit is issued. The particular inspections applicable to each project will vary dependent upon the nature of construction. Building Department staff may be contacted in order to determine the specific inspections required for your project. It is the customer's responsibility to call for all required inspections. No portion of the construction work may be covered, concealed or put into use until approved by the inspector.

A final inspection of the project must be requested prior to occupying the structure or improvement. Failure to request a final inspection prior to occupying the structure may result in termination of utilities.

Inspections are conducted between 7:30 a.m. and 4:00 p.m. Monday through Friday, and are scheduled by dialing 282-3268 and leaving a voice message. Please leave permit number and type of inspection. Calls received before 7:00 a.m. can be scheduled for inspection that same day.